

Guidance for February 1, 2013 – January 31, 2014 Annual Report

Due Date: June 10, 2014

All annual report content will be submitted through the Sea Grant Planning, Implementation, and Evaluation Resources (PIER) system, found at <https://pier.seagrant.noaa.gov>. If you haven't signed up, please visit the site and submit a new user request (this could take a day or two). The information below provides an outline of the content requested for the 2/2013-1/2014 annual reporting period. **Annual reports are due June 10, 2014.**

If you have any questions about this guidance or if you would like to report a problem with PIER, please email: oar.sg.info-admin@noaa.gov or enter a "Suggestion" in PIER.

Updates to Guidance:

- There are no changes from last year on the type of information Programs are reporting in this Annual Report.
- Based on the Annual Program Updates, a field was added under Program Metrics/Sea Grant Staffing in PIER called "Total Individuals in All Areas" – this is to ensure we are not double counting individuals when totaling staff of the entire Sea Grant Program. (Available in PIER beginning on March 10, 2014.)
- Guidance has improved to include additional lessons learned from the performance review panel and from the NSGO annual program updates.
- Guidance has improved to include more clarifications in the definitions to our performances measures and metrics, which are highlighted in yellow and can be found here: http://seagrant.noaa.gov/Portals/0/Documents/network_resources/reporting_evaluation/National Metrics Definitions Finalv 2014.pdf

Guidance

I. Impacts and Accomplishments

Project impacts and/or accomplishments realized since February 1, 2013 from either current or previously-funded projects should be entered into PIER. Impact statements should concisely and effectively describe the significant economic, societal and/or environmental benefits. Accomplishment statements are distinct from impact statements in that they describe the key actions, activities, or products resulting from Sea Grant research, extension, education, and communications projects.

Impacts and accomplishments need to be linked to at least one project(s) and connected to the program plan by selecting the appropriate state focus area(s) and goal(s). For additional guidance on writing a strong impact, see impact statement guidance:

<http://seagrant.noaa.gov/NetworkResources/EvaluationandReporting.aspx>

Impacts and accomplishments will soon be publicly available on our [website](#), so ensuring they are clear and concise is imperative. Below are some best practices and lessons learned.

BEST PRACTICES AND LESSONS LEARNED

1. Write your impacts and accomplishments using the “4 Rs” format;
2. Limit your impacts and accomplishments to 250 words or less;
3. Clearly distinguish between true impacts to society, as opposed to Sea Grant outputs or activities (‘Accomplishments’);
4. Clearly define the role that Sea Grant played in the impact;
5. Create concise and descriptive titles that are no more than 120 characters;
6. Make sure your impacts and accomplishments work as stand-alone statements by including your state or program name and by writing in the third person (example: “Arizona Sea Grant developed a regional weather preparedness toolkit that resulted in 4,716 tsunami-ready communities in Sonoran Desert.” instead of “We developed a regional weather toolkit...”);
7. Define abbreviations and acronyms; and
8. Provide data to independently authenticate and validate the stated impact.

II. National and Program Performance Measures and Objectives

Programs are to report on national and state program performance measures and on state program objectives in PIER.

The six national performance measures are the same as those reported since 2009. This year, programs will only need to report “2013 Actual” (02/2013 – 01/2014) for each of the program and national performance measures. Because we are straddling strategic plans, this year’s anticipated numbers (2/2014-1/2015) will be derived from your 2014-17 targets. As a reminder, the NSGO is required to give anticipated numbers (five years out) to NOAA, Department of Commerce (DOC) and the Office of Management and Budget (OMB) on an annual basis. All measures should be reported as annual numbers that occurred in that year only (not as a cumulative number over multiple years). These national performance measures and metrics (below) are combined and used to represent a few of the activities and outcomes of the Sea Grant Program to national decision makers and partners.

Definitions for the national performance measures can be found at:

http://seagrants.noaa.gov/Portals/0/Documents/network_resources/reporting_evaluation/guidance/National Metrics Definitions Finalv 2014.pdf. In order to facilitate the use of these national performance measures across the network, clarifications to the definitions are highlighted in yellow.

Detailed information is needed for the first three measures listed below in bold. The NSGO is required to provide detailed information on all three of these measures to NOAA, DOC, and OMB. The other three are collected and presented in summary form. The national measures are:

- **Economic (market and non-market) benefits derived from Sea Grant activities**
- **Number of tools, technologies, and information services that are used by NOAA partners/customers to improve ecosystem-based management**
- **Number of coastal communities that have adopted or implemented hazard resiliency practices to prepare for and respond to/minimize coastal hazardous events**

- Number of fishers, consumers and seafood industry stakeholders who modify their practices using knowledge gained in fisheries sustainability, seafood safety, and the health benefits of seafood
- Number of coastal communities that have adopted or implemented sustainable (economic and environmental) development practices and policies (e.g., land-use planning, working waterfronts, energy efficiency, climate change planning, smart growth measures, green infrastructure) as a result of Sea Grant activities
- Number of coastal communities that have restored degraded ecosystems as a result of Sea Grant activities

For each strategic plan objective, programs should indicate whether they are “On Target” and/or “Achieved.”

A Best Management Practice is to provide comments in order to provide context for performance measures and objectives reported. Another Best Management Practice is to have “outcome based” program performance measures with a clear link to the program goals and aligned with stated impacts (often reported through the comments section).

III. National Metrics and Sea Grant Documents/Publications

Programs should report national metric data through PIER. The metric totals should be what your Program accomplished 02/2013-1/2014 (annual, not cumulative numbers). These metrics remain the same since 2/1/2009 and are listed below. Definitions for the national metrics can be found at: http://seagrants.noaa.gov/Portals/0/Documents/network_resources/reporting_evaluation/guidance/National Metrics Definitions Finalv 2014.pdf

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| <ul style="list-style-type: none"> • Leveraged Funds <ul style="list-style-type: none"> ○ managed by Sea Grant ○ influenced by Sea Grant • Volunteer Hours • Sea Grant-Supported Students: <ul style="list-style-type: none"> ○ Undergraduate ○ MS/MA Graduate ○ PhD Graduate ○ Other Degree Graduate • Total K-12 Students Reached through Educators • Total Number of Curricula Developed • Sea Grant-Sponsored/Organized Meetings, Workshops and Conferences and number of attendees • Public or Professional Presentations and number of attendees. | <ul style="list-style-type: none"> • Cumulative Clean Marina Program Certifications • HACCP—Number of people with new certifications • Acres of degraded ecosystems restored as a result of Sea Grant activities • Resource managers who use ecosystem-based approaches in the management of land, water and living resources in ocean, coastal and Great Lakes areas as a result of Sea Grant activities • Number of pre-proposals and full proposals submitted and number of full proposals funded: <ul style="list-style-type: none"> ○ # of institutions represented ○ # from home institution |
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- Number and Full-time Equivalent (FTE):
 - Management / Administration
 - Communications
 - Extension
 - Education
 - Research

Sea Grant-funded documents are submitted by the Sea Grant programs to the National Sea Grant Library on an ongoing basis. Documents for this reporting period are due to the National Sea Grant Library by **June 10, 2014**. For guidelines, submission forms and other information, visit:

<http://nsgl.gso.uri.edu/about/>

The following metrics will be entered by the NSGO:

- Sea Grant Knauss Fellowships
- Sea Grant/NMFS Fellowships (New and Continuing)